CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
BUSINESS INFORMATION SYSTEM PROJECT
DUTY STATEMENT

LEVEL: STAFF PROGRAMMER ANALYST (SPECIALIST)	POSITION NUMBER:
TITLE: SAP Application Developer	065-501-1581-008

WORK SETTING: Under the general supervision of the Senior Information Systems Analyst (Supervisor), the Staff Programmer Analyst (Specialist) gathers business requirements, develops complex ERP & BW programs, implements, test, and maintains Information Technology (IT) as it relates to the implementation and support of the Business Information System (BIS) SAP Project and the subsequent Program support activities.

ESSENTIAL FUNCTIONS: The Staff Programmer Analyst (Specialist) will be required to analyze the current architecture and make recommendations to the Functional and Technical Support teams to help identify and review possible or needed changes to the project. The position identifies software changes and assesses the impact of changes/enhancements in relation to current identified requirements.

KNOWLEDGE: The incumbent has knowledge of Enterprise Resource Planning (ERP) software systems, Data warehousing, Business Intelligence; preferably with the SAP ERP, ECC and BW/BI. Understanding of the Department's business practices and takes into account the larger business perspective in proposing and designing IT solutions.   The incumbent completes assignments involving multiple tasks, single significant functions or multiple functions. These assignments include writing the complex programs, develop detailed program specifications, analyze data situations, reason logically and creatively, identify problems, draw valid conclusions, develop effective solutions and document procedures and programs. It is expected that the incumbent will have a proficient knowledge of data processing concepts, practices, methods and principles, particularly the phases of the Software Development Life Cycle and ERP and Data Warehousing architecture. Maintain technical documentation and develop system landscape. Assist in the documentation of roles and responsibilities for interfaces and solution support.

The primary goal of the BIS Project and support is to implement an automated, integrated and standardized Enterprise Resource Planning (Using SAP ERP Software) Solution for the California Department of Corrections and Rehabilitation. The project will improve the Department's tracking of labor and assets in an efficient and fiscally accountable manner, thus improving the timeliness, availability and accuracy of data.

Travel and overtime will be required.

CONTACT WITH OTHERS: The incumbent has regular contact with:

- Adult Institutions and Juvenile Justice Facilities — Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- Headquarters— Office of Fiscal Services, Budget Management, Business Management, Facilities Management, Contract Management, Enterprise Information Services, Human Resources, Labor Relations, Civil Rights, Risk Management, Policy and Evaluation Division and other Headquarters Divisions
- Control Agencies—State Controllers Office, Department of Finance, Department of Personnel Administration, State Personnel Board, Department of Technology Services, State Compensation Insurance Fund, and Department of General Services.
- Audit Groups – State Controller's Office, Department of Finance, Bureau of State Audits and CDCR Office of Compliance.

SUPERVISION EXERCISED: Does not apply

SUPERVISION RECEIVED: Senior Information Systems Analyst (Supervisor)

Duties

40% Provides technical leadership in the development, implementation and maintenance of ERP application systems. Meets with internal and external customers. Acts as the liaison between departmental customers and vendors, and interfaces with clients. Writes complex object oriented programs, develops detailed program specifications, and analyzes data and situations. Reasons logically and creatively. Designs, programs, tests, and installs systems. Identifies problems, draws valid conclusions, and develops effective solutions. Documents interface, workflow, reports and forms requirements.

25% Develops impact assessments for proposed executive and legislative changes. Understands the business process to include political and regulatory issues as well as its goals and mission. Interviews customers and prepares formal system requirement specifications. Develops detailed system implementation plans according to the Software Development Life Cycle. Prepares and reviews training documentation and participates in user training activities. Lead team efforts to develop solutions for common maintenance problems. Develop system landscape. Coordinates and monitors consultants and vendors.

20% Develops technical specifications, project plans, risk management procedures and schedules. Reports project status; initiates change control if deviating from the approved schedule. Prepares regular special internal and external project status reports to stake holders and control agencies. Maintain technical documentation. Document roles and responsibilities for interfaces and software solutions.

10% Participates in the development of methodologies, policies, and standards. Participates in formal and informal training programs to strengthen programmer/analyst skills and knowledge of new methodologies, techniques, tools and system documentation. Demonstrates proficiency with the available tools, methods and procedures to complete assignments. Understands, applies, and

educates others in CDCR's functional processes related to the chosen solution. Understands, applies, and educates others in CDCR's Project Initiation Process. Participates in Division meetings and team meetings/activities. Update work plans and resource estimates.

5%   Prepare written documentation in a variety of formats including but not limited to: Microsoft Word, Excel, Visio, and Access. Other duties as required.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature	Date
Supervisor's Signature	Date